

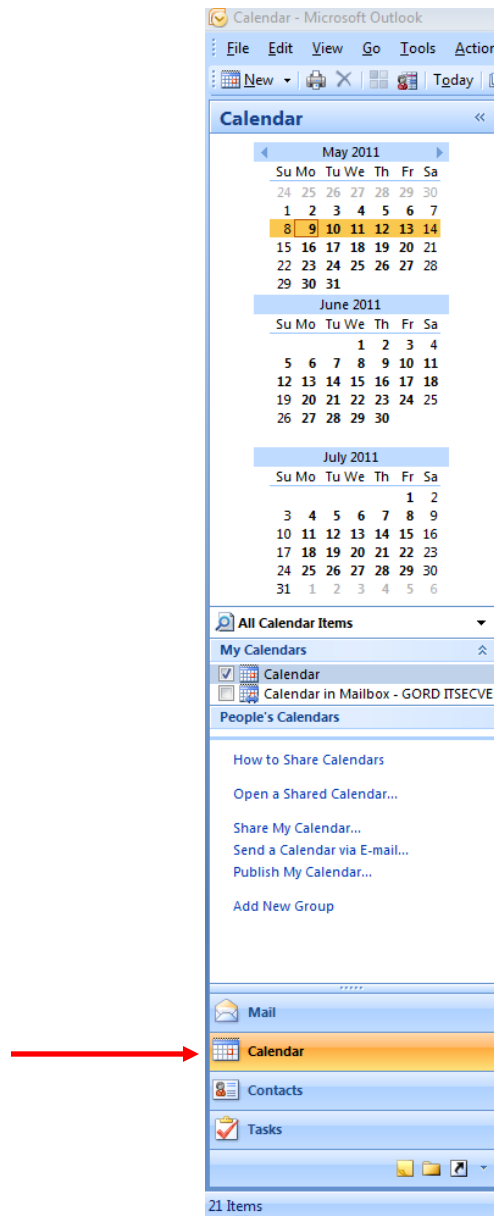


Enterprise Email Pre-Migration Step 2D Print a Record of Upcoming Critical Meetings



Printing calendar data before migrating will allow for verifying that everything transferred correctly after migration and provide a record in the event the data does not migrate properly.

1. To print a record of upcoming meetings open **Outlook** and navigate to the **Calendar**.

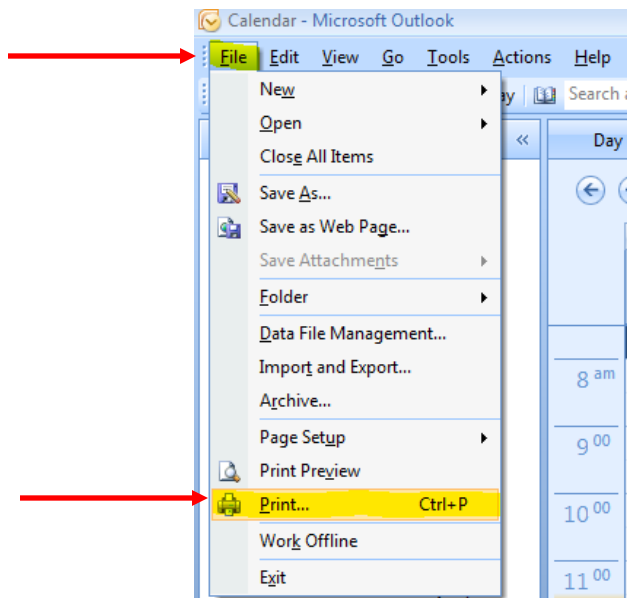




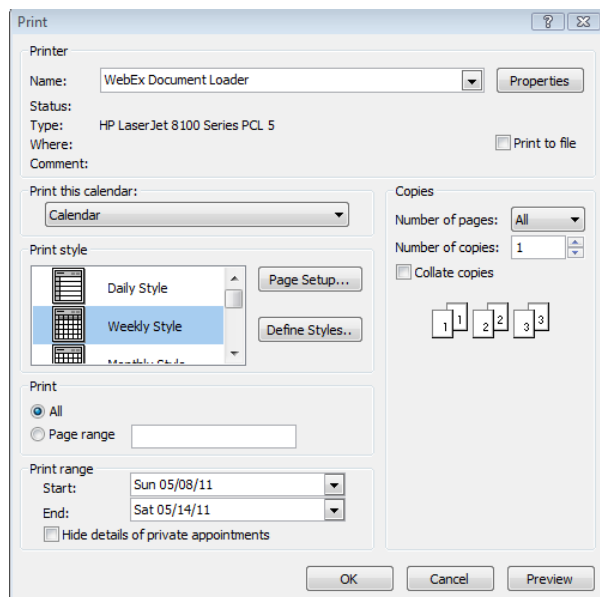
Enterprise Email Pre-Migration Step 2D Print a Record of Upcoming Critical Meetings



2. In the **Outlook** menu bar select **File** and then **Print**.



3. The **Print** window will open.

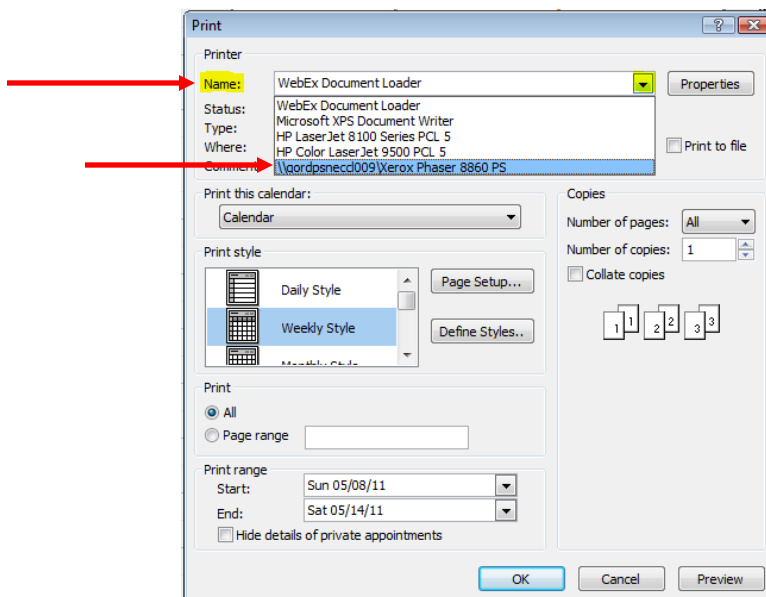




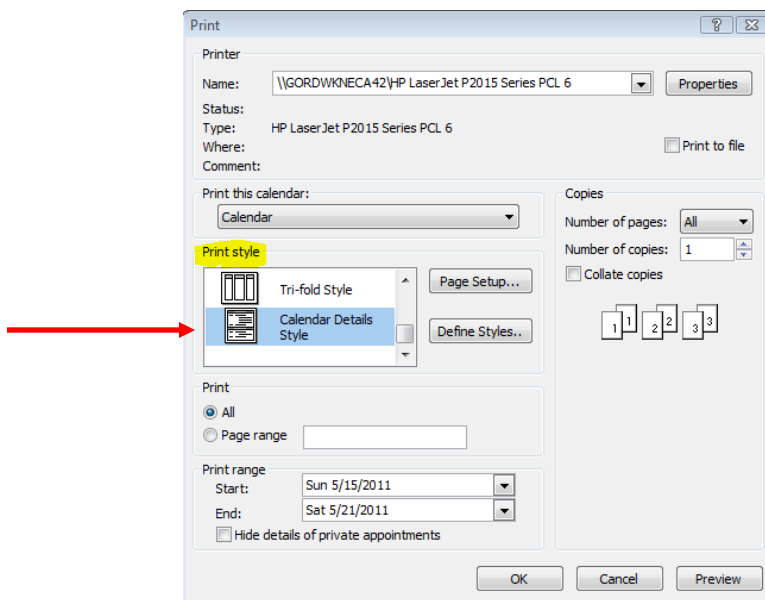
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- At the top of the window use the **Name** drop down menu to select the printer to use.



- On the left side of the window select the **Print style** to use. The **Calendar Details Style** is recommended because it will include all the information about the appointment including any notes.



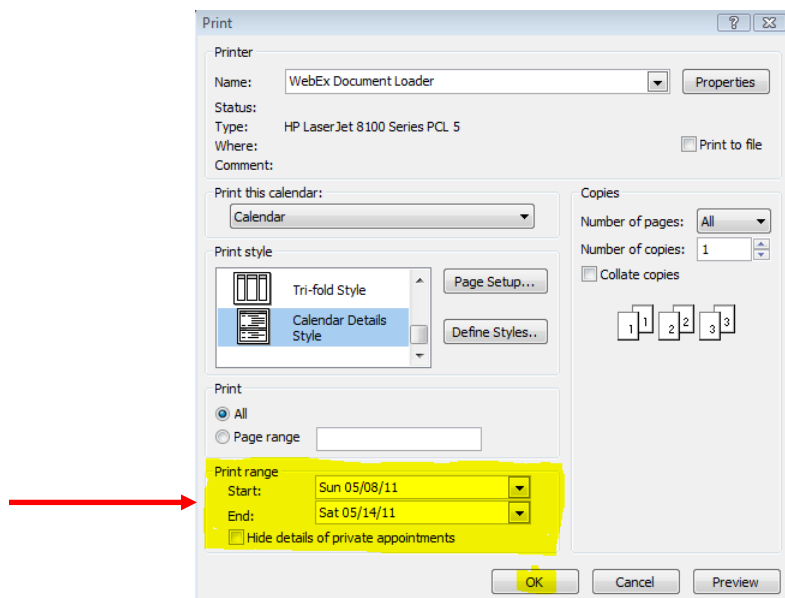


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6. In the bottom left corner of the window, under **Print range**, use the drop down calendar (**Start** and **End**) to select the date range. At the bottom of the window click **OK** to print.

*** **NOTE** *** It is recommended that the minimum date range start 1-2 days prior to your scheduled migration date and extend at a minimum to 2 weeks after your scheduled migration date.



7. This concludes Step 2D.